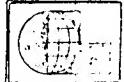


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DDA 84-0046/44
9 November 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

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SUBJECT: Weekly Report for Period Ending 9 November 1984

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1. Progress reports on tasks assigned by the DCI/DDCI:

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None.

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2. Items/events of interest:

a. The Office of Personnel briefed a visiting group of students from Albright College of Reading, Pennsylvania, on the recruitment program of the Agency and the variety of careers offered by the organization. The visit by the students and their professor was the latest in a series of presentations to college groups requested by the Public Affairs Office.

b. Personnel from the Office of Data Processing provided Ambassador McNeil of the State Department's Bureau of Intelligence and Research (INR) with a demonstration on the capabilities of SAFE. The demonstration was requested at a meeting with representatives of the IC Staff and State Department where design options were reviewed and are being considered in the State Department's INR Information Handling Study.

c. Planned retirements are running at about last year's rate. The Office of Personnel (OP) has signed individuals for retirement effective between 31 December 1984 and 3 January 1985. OP is also in receipt of an additional requests to sign applications for these dates. This total of compares to actual retirements in the same time frame as we approach the end-of-year surge.

d. Retirees will be receiving a 3.5% Cost-of-Living Adjustment (COLA) in their January 1985 annuity checks. In the past, the first notification to retirees of such increases was delivered by a payroll change slip from the Office of Finance at the time of the annuity change. In order to ensure advance notice to retirees, this year we will provide individuals with notification by including a short statement on the COLA in mass mailings being conducted in conjunction with the health insurance open season.

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e. The Offices of Data Processing, Communications, Security, and Logistics provided background briefings on 5 November for the first meeting of the CIA Computer Study Panel chaired by C. Danny May. The Panel's principal objective is to determine the most feasible and cost-effective method to prevent the continuing displacement of personnel in the Headquarters Building by machines. This includes the new building currently planned for occupancy in the summer of 1987.

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i. The Office of Training and Education met with two representatives of the Department of the Army to discuss the Agency's Program on Creative Management and other efforts related to the development of mid-level managers. These two individuals are leading efforts aimed at the long-term development of civilian and military Department of the Army executives. They offered to share information about their program as it evolves.

j. The Office of Logistics (OL) held its second annual Military Focal Point Conference [redacted] on 5 and 6 November. The purpose of the conference was to bring together representatives from the various military services and key Agency personnel for a discussion of current issues related to support

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provided by the military. In addition to representatives from various OL components, attendees at the conference included representatives from: Focal-Point offices from each service; the Joint Chiefs of Staff; the Joint Special Operations Agency; and from the CIA's Office of Finance; [redacted] Staff; [redacted] Division/DO; Military 25X1 Personnel Office/DO; and the Policy and Coordination Staff/DO.

Following an organization overview of the Focal Point System, 25X1 specific discussions were keyed to issues that impact on logistical, operational, and [redacted] by the military. All attendees considered the conference a success, and plans are already under way for a 1985 conference.

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3. Significant activities anticipated during the coming week:

None.


Harry E. Fitzwater

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